



District of Columbia Air National Guard



Technician

Announcement Number: Tech 06-073

APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: 1500 HOUR ON CLOSING DATE	OPENING DATE: 2 Aug 2006	CLOSING DATE: 6 Sept 2006
	Position Title, Series, Grade, Salary Range Administrative Officer, F8498000 GS-0341-11, \$54,272.00 - \$70,558.00 Maximum Military Rank: Major	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: 37F3	
	Appointment Status [X] Excepted [] Enlisted [X] Officer [] Competitive	
Position Location: 201 AS, DCANG Andrews AFB, Maryland		
AREA OF CONSIDERATION: TECHNICIAN: Group III (Individuals who possess the necessary qualifications for the military membership in the DCANG.) Permanent Change of Station: Relocation expenses will not be paid to Technicians.		
Special Remarks: www.dcandr.ang.af.mil – Applicants who applied under 05-057 need not reapply.		
Instruction for Applying: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. No binders please.		
<u>If you are applying under the Technician Job Announcement the following documents are required:</u> 1. You must submit one of the following documents: OF 612, SF 171 or a Resume. 2. KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. 3. Current Unit assignment, AFSC/SSI and Military grade must be included on application or on a separate paper.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SPC Jason Timmons, HR Assistant can be reached at 202-685-9775 or DSN 325-9775. MSgt Stephanie Thompson, Human Resources Specialist can be reached at 202-685-9780 or DSN 325-9780.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

Announcement Number: Tech: 06-073

Position: Administrative Officer, GS-0341-11, F8498000

Brief Description of Duties:

Plans, manages, supervises, and provides guidance for unit support services to include: training management, transportation and fuel requirements, administrative services, personnel services, civil engineering liaison, facilities management, budget planning, protocol, and audio-visual aid support. Performs various functions and special projects as directed by the unit Commander. Conducts studies, inquiries, and surveys in response to the needs of management. Issues necessary information, guidance, directives and publications as required to accomplish management objectives. Exercises managerial responsibility in planning, organizing, staffing, directing, and controlling orderly room operations and resources for the benefit of all unit sections serviced, the transportation section, and other support service functional areas as assigned. Controls unit resource management activities. Interprets command direction to supply and procurement activities toward overall objectives and program goals to accomplish the unit mission through optimum use of resources within budgetary allocations. Collects, and processes all financial data that relate to resource consumption and reflect new concepts that affect the unit financial management process. Coordinates all unit facilities planning and modification action(s) required with appropriate civil engineering and USPQFO offices. Coordinates with and advises unit section chiefs and supervisors on all matters concerning policies and procedures relating to military and technician personnel programs. Ensures implementation of building security and resource protection plans. Performs other duties as assigned.

Qualifications: GS-11

General Experience:

Experience which provided a basic knowledge of the principles of organization, management and administration.

Specialized Experience:

Must demonstrate thirty - six (36) months' experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements (GS-11)

- A. Knowledge of management practices.
- B. Ability to plan, organize and coordinate work.
- C. Knowledge of organization and its mission.
- D. Ability to supervise and manage personnel.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**